

# Retention and Classification Report

**Agency:** State Library (3065)

450 South State Street  
Salt Lake City, UT 84101  
(801)238-7990

## **Records Officer**

23065 \*Annual reports  
25970 Publications

**AGENCY:** State Law Library

**SERIES:** 23065

3

**TITLE:** Annual reports

**DATES:** 1897-1929.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains reports of State (law) Library activities from the previous two years with information pertaining to libraries, agency activities, agency staff, books, circulation, and fiscal and financial operations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Annual reports provide basic historical information about the state law library.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** State Law Library

**SERIES:** 25970

3

**TITLE:** Publications

**DATES:** 2004-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. Electronic versions of publications may be considered a duplicate if identical to a printed copy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 09/16/2005

**FORMAT MANAGEMENT:**

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Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**PRIMARY CLASSIFICATION:**

Public